

USSDS Reissuing a stale dated USSDS provider check

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**Department of Human Services
Reissuing a stale dated USSDS provider check**

Situations may arise which require a new check to be issued to a provider because the original check has stale dated. Below are the required procedures for issuing a replacement check:

1. Verify that a replacement check should be issued. If the payment technician has been notified of a stale dated check, the technician should contact the applicable caseworker to determine necessity for re-issuance. (If determined not necessary to re-issue, document reasons and email the USSDS Helpdesk.)
2. Obtain original check. If the check is not returned (after reasonable effort to obtain the original check), then skip these procedures and go to the lost check instructions contained in the USSDS payments manual.
3. Promptly write (in ink) "stale date" on check if the check has not already been stamped "stale date" by the bank.
4. Process Authorization to Reissue Check
 - a. For stale dated check originally issued in the current fiscal year.
 - Copy the original payment form.
 - Obtain the applicable caseworker and supervisor signatures (written on the copy) and date on the authorization form.
 - Write the following on the copied payment form and highlight in a bright color: "To replace stale dated check# _____ - original payment form can be found with the provider payroll of (date of original payment)."
 - Make a copy of the stale dated check for the issuing office files.
 - Attach and send the following items to the USSDS Helpdesk: 1) the authorization form, 2) the original check, 3) the copy of the original payment form, 4) a print out of the PP24 or PP23 screen associated with the stale dated check.
 - The stale dated payment will be re-entered by the region into USSDS from the signed and highlighted original payment form. This signed and highlighted copy is now considered an "original 520" for the provider payroll run of the replacement check.
 - b. For stale dated checks issued in a previous fiscal year the Hand Written Check Request process must be followed.